



CANNON BUILDING
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DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, January 10, 2011 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B, Cannon Building
MINUTES APPROVED:	March 14, 2011

MEMBERS PRESENT

Jill Fuchs, President
Keith Rudy, Vice-President
Richard Snyder, Secretary
Charlie Eggleston, Complaint Officer
Leslie Persans, Education Officer
James Brockton
Kevin Reinike
Victor Kennedy

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Eileen Heeney, Deputy Attorney General
Gayle Melvin, Administrative Specialist III

ALSO PRESENT

Jen Allen, FSMHA

CALL TO ORDER

Ms. Fuchs called the meeting to order at 9:02 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the November 22, 2010 meeting. Mr. Brockton made a motion, seconded by Mr. Kennedy to approve the minutes. The motion was unanimously carried.

NEW BUSINESS

Ratification of Application for Manufactured Home Installer License

Mr. Kennedy made a motion, seconded by Mr. Eggleston to ratify the application for a manufactured home installer license for the following person:

Bruce Fisher

The motion was unanimously carried.

Review of Application for Manufactured Home Installer License by Reciprocity

The Board reviewed the application of Gary Zimmerman for a manufactured home installer license by reciprocity. Mr. Eggleston made a motion, seconded by Ms. Persans to approve this application. The motion was unanimously carried.

Review of Application for Manufactured Home Installation Inspector Certification

The Board reviewed the application of Kelly Passwaters for a manufactured home installation inspector certification. Mr. Brockton made a motion, seconded by Ms. Persans to approve this application. The motion was unanimously carried.

Review of Audit Information

Ms. Melvin reported that she had reviewed the information received from the licensees chosen for the audit. She will contact the licensees who have not responded or who need additional information and give them ten days in which to respond and provide the required documentation. Ms. Persans made a motion, seconded by Mr. Eggleston that if a licensee does not respond within ten days, a certified letter will be sent scheduling a rule to show cause hearing. The motion was unanimously carried.

OLD BUSINESS

Discussion: Proposed Revisions to the Rules and Regulations

Ms. Heeney provided Board members with a draft of the updated proposed revisions to the rules and regulations. After the discussion held at the last meeting, she added under rule and regulation 9.1 that where state, county or municipal standards are more stringent than HUD requirements, the installer shall comply with the more stringent standards. Ms. Persans made a motion, seconded by Mr. Eggleston to approve the proposed revisions as written and move forward with scheduling a Public Hearing for March 14, 2011. The motion was unanimously carried.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

There was no other business brought before the Board.

PUBLIC COMMENT

Ms. Allen stated that she had been advised that Delaware is on the HUD default state list for installation programs. Ms. Heeney advised that once the rules and regulations are passed, Delaware should be in compliance.

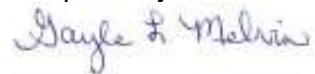
NEXT SCHEDULED MEETING

The next meeting was scheduled for March 14, 2011 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Snyder made a motion, seconded by Mr. Eggleston to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 9:35 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Gayle L. Melvin".

Gayle L. Melvin
Administrative Specialist III